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PI-10-05

PROGRAM INSTRUCTION

TO: Assisted Living Residences

FROM: Ann L. Hartstein

DATE: June 8, 2010

RE: Summary Report Requirements for Quality Improvement and Assurance Activities

Purpose:

This Program Instruction transmits notice to each Assisted Living Residence (“ALR”) concerning instructions for completing and submitting summary information related to Quality Improvement and Assurance (“QA”) activities described at 651 CMR 12.04(10). The standards for conducting and documenting QA activities are set forth under *Certification Procedures and Standards for Assisted Living Residences*, 651 CMR 12.04(10), and further explained within *Assisted Living Certification Standards, Frequently Asked Questions* (“FAQs”) (Executive Office of Elder Affairs, May 2007).

Background and Program Implications:

Elder Affairs shall renew for a term of two years the Certification of an ALR if Elder Affairs determines the ALR meets the requirements set forth at 651 CMR 12.00 *et seq.* If an ALR submits to Elder Affairs an *Application for Renewal Certification* at least 30 days before expiration of its Certification, the Certification shall not then expire. *Application* for an original or renewal certification is made on a form and in a manner prescribed by Elder Affairs, as set forth under 651 CMR 12.03. A non-refundable application fee of \$200 must be submitted with the *Application*. Checks and money orders should be made payable to the Commonwealth of Massachusetts.

In order to improve the renewal certification process, Elder Affairs is henceforth requiring each ALR to submit summary QA activity reports with their *Application for Renewal Certification*. Using a standard format, these reports will uniformly highlight and streamline the QA activities completed by each ALR leading up to renewal certification. The summary reports will enable Elder Affairs to preview QA activities before making a site visit, lead to a more uniform compliance review process and increase administrative efficiency in the conduct of the recertification process.

If the Residence is also a Group Adult Foster care provider participating in MassHealth, the Residence must also meet all GAFC-specific record-keeping requirements and maintain compliance with MassHealth guidelines.

Required Actions:

Effective immediately, whenever an ALR submits an *Application for Renewal Certification* it must supplement its *Application* with summary reports concerning the QA activities that the Residence has completed during the preceding 24 months (i.e., the certification period set to expire). Toward this aim Elder Affairs has developed the following five forms below. Each is designed to capture the minimum data necessary to achieve compliance with the governing regulation, and highlight the required documentation as explained in the FAQs.

Quality Improvement and Assurance Activity Summary Reports

- Annual Resident Service Planning Review – 651 CMR 12.04(10)(a)
- Annual Resident Safety Review – 651 CMR 12.04(10)(b)
- Semi-annual Special Care Residence (SCR) Operational Review – 651 CMR 12.04(5)(d)
- Quarterly Medication Administration Record Review – 651 CMR 12.04(10)(c)
- Quarterly Staffing Appropriateness Review – 651 CMR 12.06(6)

This Program Instruction, the regulations, *FAQs* and related forms are available in electronic format and may be downloaded from the Elder Affairs web page at www.mass.gov/elders.

Effective Date:

This Program Instruction goes into effect as of ***October 1, 2010***. An *Application for Renewal Certification* that is submitted without the necessary summary reports about QA activities will be deemed non-compliant and you will be notified as such in accordance with 651 CMR 12.09(2)(b).

Contact:

If you have questions about this matter, please contact an Assisted Living Certification Specialist or ask to speak with Duamarius Stukes, Director of Housing and Assisted Living at 617 -727-7750.